

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-04-10462/0001	3. EFFECTIVE DATE 04/13/04	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-04-10462	5. PROJECT NO. (If applicable)	
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-04-10462	
		✓	9B. DATED (SEE ITEM 11) 03/09/04	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is (1) to change the technical volume page limitation of the proposal and (2) to change the Contract Line Item Numbers (CLINs) for the four option years.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ROBERT M. MINJACK	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section B clause entitled "CONSIDERATION AND PAYMENT--ITEMIZED FIXED PRICES (EP 52.216-170) (APR 1984)" has been modified. The text is as follows:

The fixed price of this contract is \$ TBD. Quantities stated below are estimates only and should not be construed as definitive in nature. Payment will be made upon delivery and acceptance of required items as follows:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>MINIMUM ESTIMATED QUANTITY</u>	<u>MAXIMUM ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
BASE YEAR:						
0001	Mail Requested Application Package	60	2400	Each		
0002	Courier Services	180	300	Each		
0003	Establish Paper/ Electronic File(s)	60	2400	Each		
0004	Individual Certification Applications					
0004AA	Inspector	600	3000	Each		
0004AB	Risk Assessor	600	3000	Each		
0004AC	Supervisor	600	3000	Each		
0004AD	Project Designer	600	3000	Each		
0004AE	Worker	600	3000	Each		
0004AF	Individual - Multi Jurisdictional	600	3000	Each		
0005	Individual Re-Certification Applications					
0005AA	Inspector	300	2400	Each		
0005AB	Risk Assessor	300	2400	Each		
0005AC	Supervisor	300	2400	Each		
0005AD	Project Designer	300	2400	Each		
0005AE	Worker	300	2400	Each		
0005AF	Individual - Multi Jurisdictional	300	2400	Each		
0006	Firm Certification Applications					
0006AA	Firm	120	1200	Each		
0006AB	Firm - Multi Jurisdictional	120	1200	Each		

0007	Firm Re-Certification Applications			
0007AA	Firm	60	1200	Each
0007AB	Firm - Multi Jurisdictional	60	1200	Each
0008	Training Provider Accreditation Applications			
0008AA	Training Provider Accreditation (Non-Profit)	12	600	Each
0008AB	Training Provider Multi Jurisdictional Accreditation (Non-Profit)	12	600	Each
0008AC	Training Provider Accreditation (Commercial)	12	600	Each
0008AD	Training Provider Multi Jurisdictional Accreditation (Commercial)	12	600	Each
0009	Training Provider Re-Accreditation Applications			
0009AA	Training Provider Re-Accreditation (Non-Profit)	12	600	Each
0009AB	Training Provider Multi Jurisdictional Re-Accreditation (Non-Profit)	12	600	Each
0009AC	Training Provider Re-Accreditation (Commercial)	12	600	Each
0009AD	Training Provider Multi Jurisdictional Re-Accreditation (Commercial)	12	600	Each
0010	Mail/Electronically send completed applications to Regions	1200	9000	Each
0011	Administer and Proctor Third Party Exams	60	2400	Each
0012	Update revised Third Party Exams	1	3	Each
0013	Confirm Application and Exam Fees	600	6000	Each
0014	Identify Refunds	12	1200	Each
0015	Mail Badges, Certifications and Letters	60	1200	Each
0016	Print Badges	60	3000	Each

0017	Print Certificates	60	3000	Each
0018	Print Letters	60	3600	Each
0019	Data enter Notification forms	12	7200	Each
0020	Validate CDX user names	12	7200	Each
0021	Follow-up inconsistencies of CDX user names	12	7200	Each
0022	Perform mass mailing to CDX users	1	3	Each
0023	Complete Validation process for CDX users	12	7200	Each
0024	Notify CDX Help Desk when CDX users are validated	12	7200	Each
0025	Quarterly Review of CDX user's contact information	4	3200	Each
0026	Information Help Line			Lot
0027	Monthly Report			Lot
0028	Maintenance of Records			Lot

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>ESTIMATED QUANTITY</u>	<u>ESTIMATED QUANTITY</u>	<u>OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
OPTION PERIOD I:							
0101	Mail Requested Application Package		60	2400	Each		
0102	Courier Services		180	300	Each		
0103	Establish Paper/ Electronic File(s)		60	2400	Each		
0104	Individual Certification Applications						
0104AA	Inspector		600	3000	Each		
0104AB	Risk Assessor		600	3000	Each		
0104AC	Supervisor		600	3000	Each		
0104AD	Project Designer		600	3000	Each		
0104AE	Worker		600	3000	Each		
0104AF	Individual - Multi		600	3000	Each		

	Jurisdictional			
0105	Individual Re-Certification Applications			
0105AA	Inspector	300	2400	Each
0105AB	Risk Assessor	300	2400	Each
0105AC	Supervisor	300	2400	Each
0105AD	Project Designer	300	2400	Each
0105AE	Worker	300	2400	Each
0105AF	Individual - Multi Jurisdictional	300	2400	Each
0106	Firm Certification Applications			
0106AA	Firm	120	1200	Each
0106AB	Firm - Multi Jurisdictional	120	1200	Each
0107	Firm Re-Certification Applications			
0107AA	Firm	60	1200	Each
0107AB	Firm - Multi Jurisdictional	60	1200	Each
0108	Training Provider Accreditation Applications			
0108AA	Training Provider Accreditation (Non-Profit)	12	600	Each
0108AB	Training Provider Multi Jurisdictional Accreditation (Non-Profit)	12	600	Each
0108AC	Training Provider Accreditation (Commercial)	12	600	Each
0108AD	Training Provider Multi Jurisdictional Accreditation (Commercial)	12	600	Each
0109	Training Provider Re-Accreditation Applications			
0109AA	Training Provider Re-Accreditation (Non-Profit)	12	600	Each
0109AB	Training Provider Multi Jurisdictional Re-Accreditation (Non-Profit)	12	600	Each
0109AC	Training Provider Re-Accreditation (Commercial)	12	600	Each
0109AD	Training Provider Multi Jurisdictional Re-Accreditation (Commercial)	12	600	Each

0110	Mail/Electronically send completed applications to Regions	1200	9000	Each
0111	Administer and Proctor Third Party Exams	60	2400	Each
0112	Update revised Third Party Exams	1	3	Each
0113	Confirm Application and Exam Fees	600	6000	Each
0114	Identify Refunds	12	1200	Each
0115	Mail Badges, Certifications and Letters	60	1200	Each
0116	Print Badges	60	3000	Each
0117	Print Certificates	60	3000	Each
0118	Print Letters	60	3600	Each
0119	Data enter Notification forms	12	7200	Each
0120	Validate CDX user names	12	7200	Each
0121	Follow-up inconsistencies of CDX user names	12	7200	Each
0122	Perform mass mailing to CDX users	1	3	Each
0123	Complete Validation process for CDX users	12	7200	Each
0124	Notify CDX Help Desk when CDX users are validated	12	7200	Each
0125	Quarterly Review of CDX user's contact information	4	3200	Each
0126	Information Help Line			Lot
0127	Monthly Report			Lot
0128	Maintenance of Records			Lot

MINIMUM	MAXIMUM	UNIT	ESTIMATED	ESTIMATED	OF	UNIT
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<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>QUANTITY</u>	<u>ISSUE</u>	<u>PRICE</u>	<u>TOTAL</u>
OPTION PERIOD II:						
0201	Mail Requested Application Package	60	2400	Each		
0202	Courier Services	180	300	Each		
0203	Establish Paper/ Electronic File(s)	60	2400	Each		
0204	Individual Certification Applications					
0204AA	Inspector	600	3000	Each		
0204AB	Risk Assessor	600	3000	Each		
0204AC	Supervisor	600	3000	Each		
0204AD	Project Designer	600	3000	Each		
0204AE	Worker	600	3000	Each		
0204AF	Individual - Multi Jurisdictional	600	3000	Each		
0205	Individual Re-Certification Applications					
0205AA	Inspector	300	2400	Each		
0205AB	Risk Assessor	300	2400	Each		
0205AC	Supervisor	300	2400	Each		
0205AD	Project Designer	300	2400	Each		
0205AE	Worker	300	2400	Each		
0205AF	Individual - Multi Jurisdictional	300	2400	Each		
0206	Firm Certification Applications					
0206AA	Firm	120	1200	Each		
0206AB	Firm - Multi Jurisdictional	120	1200	Each		
0207	Firm Re-Certification Applications					
0207AA	Firm	60	1200	Each		
0207AB	Firm - Multi Jurisdictional	60	1200	Each		
0208	Training Provider Accreditation Applications					
0208AA	Training Provider Accreditation (Non-Profit)	12	600	Each		
0208AB	Training Provider Multi Jurisdictional	12	600	Each		

0208AC	Accreditation(Non-Profit) Training Provider	12	600	Each
0208AD	Accreditation(Commercial) Training Provider Multi Jurisdictional Accreditation(Commercial)	12	600	Each
0209	Training Provider Re-Accreditation Applications			
0209AA	Training Provider Re-Accreditation(Non-Profit)	12	600	Each
0209AB	Training Provider Multi Jurisdictional Re-Accreditation(Non-Profit)	12	600	Each
0209AC	Training Provider Re-Accreditation(Commercial)	12	600	Each
0209AD	Training Provider Multi Jurisdictional Re-Accreditation(Commercial)	12	600	Each
0210	Mail/Electronically send completed applications to Regions	1200	9000	Each
0211	Administer and Proctor Third Party Exams	60	2400	Each
0212	Update revised Third Party Exams	1	3	Each
0213	Confirm Application and Exam Fees	600	6000	Each
0214	Identify Refunds	12	1200	Each
0215	Mail Badges, Certifications and Letters	60	1200	Each
0216	Print Badges	60	3000	Each
0217	Print Certificates	60	3000	Each
0218	Print Letters	60	3600	Each
0219	Data enter Notification forms	12	7200	Each
0220	Validate CDX user names	12	7200	Each
0221	Follow-up inconsistencies of CDX user names	12	7200	Each
0222	Perform mass mailing to	1	3	Each

CDX users

0223	Complete Validation process for CDX users	12	7200	Each
0224	Notify CDX Help Desk when CDX users are validated	12	7200	Each
0225	Quarterly Review of CDX user's contact information	4	3200	Each
0226	Information Help Line			Lot
0227	Monthly Report			Lot
0228	Maintenance of Records			Lot

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>UNIT</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>OF</u> <u>ISSUE</u>	<u>UNIT</u> <u>PRICE</u>	<u>TOTAL</u>
OPTION PERIOD III:									
0301	Mail Requested Application Package				60	2400	Each		
0302	Courier Services				180	300	Each		
0303	Establish Paper/ Electronic File(s)				60	2400	Each		
0304	Individual Certification Applications								
0304AA	Inspector				600	3000	Each		
0304AB	Risk Assessor				600	3000	Each		
0304AC	Supervisor				600	3000	Each		
0304AD	Project Designer				600	3000	Each		
0304AE	Worker				600	3000	Each		
0304AF	Individual - Multi Jurisdictional				600	3000	Each		
0305	Individual Re-Certification Applications								
0305AA	Inspector				300	2400	Each		
0305AB	Risk Assessor				300	2400	Each		
0305AC	Supervisor				300	2400	Each		
0305AD	Project Designer				300	2400	Each		
0305AE	Worker				300	2400	Each		
0305AF	Individual - Multi Jurisdictional				300	2400	Each		

0306	Firm Certification Applications			
0306AA	Firm	120	1200	Each
0306AB	Firm - Multi Jurisdictional	120	1200	Each
0307	Firm Re-Certification Applications			
0307AA	Firm	60	1200	Each
0307AB	Firm - Multi Jurisdictional	60	1200	Each
0308	Training Provider Accreditation Applications			
0308AA	Training Provider Accreditation (Non-Profit)	12	600	Each
0308AB	Training Provider Multi Jurisdictional Accreditation (Non-Profit)	12	600	Each
0308AC	Training Provider Accreditation (Commercial)	12	600	Each
0308AD	Training Provider Multi Jurisdictional Accreditation (Commercial)	12	600	Each
0309	Training Provider Re-Accreditation Applications			
0309AA	Training Provider Re-Accreditation (Non-Profit)	12	600	Each
0309AB	Training Provider Multi Jurisdictional Re-Accreditation (Non-Profit)	12	600	Each
0309AC	Training Provider Re-Accreditation (Commercial)	12	600	Each
0309AD	Training Provider Multi Jurisdictional Re-Accreditation (Commercial)	12	600	Each
0310	Mail/Electronically send completed applications to Regions	1200	9000	Each
0311	Administer and Proctor Third Party Exams	60	2400	Each
0312	Update revised Third Party Exams	1	3	Each
0313	Confirm Application and Exam Fees	600	6000	Each

0314	Identify Refunds	12	1200	Each
0315	Mail Badges, Certifications and Letters	60	1200	Each
0316	Print Badges	60	3000	Each
0317	Print Certificates	60	3000	Each
0318	Print Letters	60	3600	Each
0319	Data enter Notification forms	12	7200	Each
0320	Validate CDX user names	12	7200	Each
0321	Follow-up inconsistencies of CDX user names	12	7200	Each
0322	Perform mass mailing to CDX users	1	3	Each
0323	Complete Validation process for CDX users	12	7200	Each
0324	Notify CDX Help Desk when CDX users are validated	12	7200	Each
0325	Quarterly Review of CDX user's contact information	4	3200	Each
0326	Information Help Line			Lot
0327	Monthly Report			Lot
0328	Maintenance of Records			Lot

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>ESTIMATED QUANTITY</u>	<u>ESTIMATED QUANTITY</u>	<u>OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
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OPTION PERIOD IV:

0401	Mail Requested Application Package	60	2400	Each
0402	Courier Services	180	300	Each
0403	Establish Paper/ Electronic File(s)	60	2400	Each
0404	Individual Certification			

Applications				
0404AA	Inspector	600	3000	Each
0404AB	Risk Assessor	600	3000	Each
0404AC	Supervisor	600	3000	Each
0404AD	Project Designer	600	3000	Each
0404AE	Worker	600	3000	Each
0404AF	Individual - Multi Jurisdictional	600	3000	Each
0405	Individual Re-Certification Applications			
0405AA	Inspector	300	2400	Each
0405AB	Risk Assessor	300	2400	Each
0405AC	Supervisor	300	2400	Each
0405AD	Project Designer	300	2400	Each
0405AE	Worker	300	2400	Each
0405AF	Individual - Multi Jurisdictional	300	2400	Each
0406	Firm Certification Applications			
0406AA	Firm	120	1200	Each
0406AB	Firm - Multi Jurisdictional	120	1200	Each
0407	Firm Re-Certification Applications			
0407AA	Firm	60	1200	Each
0407AB	Firm - Multi Jurisdictional	60	1200	Each
0408	Training Provider Accreditation Applications			
0408AA	Training Provider Accreditation (Non-Profit)	12	600	Each
0408AB	Training Provider Multi Jurisdictional Accreditation (Non-Profit)	12	600	Each
0408AC	Training Provider Accreditation (Commercial)	12	600	Each
0408AD	Training Provider Multi Jurisdictional Accreditation (Commercial)	12	600	Each
0409	Training Provider Re-Accreditation Applications			
0409AA	Training Provider Re-Accreditation (Non-Profit)	12	600	Each

0409AB	Training Provider	12	600	Each
	Multi Jurisdictional			
	Re-Accreditation (Non-Profit)			
0409AC	Training Provider	12	600	Each
	Re-Accreditation (Commercial)			
0409AD	Training Provider	12	600	Each
	Multi Jurisdictional			
	Re-Accreditation (Commercial)			
0410	Mail/Electronically send completed applications to Regions	1200	9000	Each
0411	Administer and Proctor Third Party Exams	60	2400	Each
0412	Update revised Third Party Exams	1	3	Each
0413	Confirm Application and Exam Fees	600	6000	Each
0414	Identify Refunds	12	1200	Each
0415	Mail Badges, Certifications and Letters	60	1200	Each
0416	Print Badges	60	3000	Each
0417	Print Certificates	60	3000	Each
0418	Print Letters	60	3600	Each
0419	Data enter Notification forms	12	7200	Each
0420	Validate CDX user names	12	7200	Each
0421	Follow-up inconsistencies of CDX user names	12	7200	Each
0422	Perform mass mailing to CDX users	1	3	Each
0423	Complete Validation process for CDX users	12	7200	Each
0424	Notify CDX Help Desk when CDX users are validated	12	7200	Each
0425	Quarterly Review of CDX user's contact information	4	3200	Each
0426	Information Help Line			Lot

0427	Monthly Report	Lot
0428	Maintenance of Records	Lot

2. The attachment entitled "PROPOSAL PREPARATION INSTRUCTIONS" has been modified. The text is as follows:

PREPARATION OF WRITTEN PROPOSALS / ORAL PRESENTATIONS

The U.S. Environmental Protection Agency will award this contract based on a combination of written proposals and oral presentations.

PART I

INSTRUCTIONS FOR PREPARATION OF WRITTEN PROPOSALS

Responses submitted for this request for proposals (RFP) should follow the format and content contained in the instructions below. These instructions are tailored to the process and the evaluation criteria in Section M.3 "Evaluation Factors for Award" that will be utilized during proposal evaluation. Any inconsistencies between the various sections of an Offeror's response must be fully explained. A significant inconsistency, if unexplained, may raise a fundamental question of the Offeror's understanding of the work required and their ability to perform the contract.

The Offeror's response should demonstrate their understanding of this procurement and capability for performance in a concise, logical manner and should not contain superfluous material which is not directly related to this procurement.

A. INTRODUCTION:

In accordance with the instructions below, each Offeror should submit seven (7) sets (i.e., 1 clearly marked original, plus 6 copies with each Part and/or section of information under a separate tab divider) of the following information in response to this request for proposals.

Cover Letter/Executive Summary: (Not to exceed 2 pages) - A brief summary of the Offeror's capabilities in regards to this specific solicitation (must be within the page limitation).

Section I - Offer: Executed Standard Form (SF) 33 and appropriate RFP SECTION fill-in information, including SECTION K, signed by an authorized organizational representative (see paragraph B below for more information).

Section II - Written Technical / Staffing: Written information outlining the Offeror's

technical approach to performing the work specified in the SOW - including experience, past performance, and staff capability and availability. (see paragraph C below for more information).

Section III - Proposed Costs/Business Information: This section shall include: (1) proposed costs, cost breakdowns, and written information and rationale supporting the offeror's proposed costs, and (2) written information relating to business and financial responsibility as outlined by the general standards under FAR, Subpart 9.104-1, including information on financial resources, and the adequacy of accounting systems for use in administering the proposed type of contract.

All offerors submitting a proposal should conform to the instructions and rules of SECTION L in this solicitation. If an Offeror does not understand these instructions, then they should write to the Contracting Officer for clarification in accordance with "L.10 Technical Questions, EP 52.215-110" as referenced earlier to get an answer in time to meet the solicitation deadline. Contractors shall prepare a succinct written proposal that addresses the work described in the Statement of Work (technical approach), a schedule of deliverables, and a budget .

Contractors shall include pricing information for each line item and for the total effort that clearly displays wage rates, labor hours, Other Direct Costs, and any anticipated travel expenditures.

Contractors shall provide supporting documentation that: (1) describes how the organization meets the required qualifications, including a description of the organization's experience as it relates to the evaluation criteria; (2) supports their ability to perform these tasks; (3) provides resumes of the personnel proposed for assignment to the project with a staffing plan, (4) provides at least 3 (and at most 10 references) that can be contacted to support past performance of similar work (see Attachment #5 of the RFP—"Past Performance Questionnaire"), and (5) provides a list of publications of project personnel that may be of relevance to this work.

Proposals (not including resumes) shall not exceed 25 pages and shall be submitted on 8½ by 11 inch paper, except for foldouts used for charts, tables, appendices or diagrams, which shall not exceed 11 by 17 inches. A page is defined as one side of a piece of paper. A piece of paper with printing on both sides is considered 2 pages. Margins (excluding headers and footers) shall be no less than 1 inch on both sides, top and bottom of the page. Regular text print type shall not be less than 10 points or more than 12 character per inch, and shall not exceed 6 lines to the vertical inch. Pages beyond the stated page limitation will not be evaluated or reviewed.

**Questions concerning the proposal/quotation preparation are to be submitted via e-mail to the Contracting Officer (CO) immediately. The e-mail should be directed to both*

minjack.robert@epa.gov and bishop.kerri@epa.gov

B. OFFER (SECTION I). Only the following shall be included in this section:

1. RFP Section A, Standard Form (SF) 33, "Solicitation, Offer, and Award," blocks 12 through 18;
2. RFP Section B and H, "Fixed Prices/Indefinite Delivery Indefinite Quantity", "Option to Extend the Term of the Contract—Fixed Priced type contract", "Option to Extend the Effective Period of the Contract - Indefinite Delivery/Indefinite Quantity" with the Offeror's insertions of its proposed prices in the appropriate blank spaces for each contract line item on which the Offeror is making a proposal.
3. RFP Section H, "Key Personnel," with the Offeror's insertions of its proposed key personnel in the appropriate space;
4. RFP Section K, "Representations, certifications, and other statements of Offerors or quoters."
5. Statement, Briefly (not to exceed 1 page) state your agreement to all the terms and conditions of the contract resulting from this solicitation, which consists of RFP sections A through K, including all documents, exhibits and other attachments that are incorporated therein by reference and made a part thereof, or provide an explanation for any exceptions.

*Note: Offerors should not reproduce the entire contents of RFP Sections B through K. Only include those items necessary to evaluate the proposal.

The submission of these items in accordance with these instructions will, if the Government accepts the offer, contractually bind the Government and the successful Offeror to the terms and conditions of the contract (i.e., RFP Sections A through K).

If an Offeror intends to make an alternate proposal of terms and conditions that differ from or supplement those contained in the contract, then the Offeror must state those alternate terms and conditions in a letter attached to the offer. By making an alternate proposal the Offeror may, either intentionally or inadvertently, render its proposal unacceptable, unless the RFP expressly states that the Government will entertain an alternative proposal with regard to a specific term or condition of the request for proposals. In the absence of discussions, the Government will give

offerors no opportunity to modify their proposals to eliminate deficiencies.

C. WRITTEN TECHNICAL / STAFFING - (SECTION II)

Offerors should concentrate on the specialized technical requirements outlined in the Statement of Work (Attachment #1) and the Evaluation Criteria of SECTION M for this solicitation in the preparation of their written technical proposal. For Part II, the Offeror must prepare and submit the following:

1. Technical Approach -
 - (i) Demonstrate a thorough understanding of each Task of the SOW by creating a technical proposal addressing how the Contractor will accomplish each Task. The proposal should address the following: what is to be done, project designs with possible milestones, staffing, schedules in elapsed work days, support systems, transportation needs, potential problems/solutions, Quality Control/Quality Assurance measures and techniques, Conflict of Interests screening, and possible products.
 - (ii) Demonstrate understanding of Title IV of the Toxic Substances Control Act (TSCA) and EPA's regulation at 40 CFR Part 745, Subpart L, "Lead; Requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities; Final Rule" and their requirements for EPA's administered lead-based paint training, certification, and accreditation program for States, Indian Tribes, and Territories that do not have EPA authorization to administer such programs for the Office of Pollution Prevention and Toxics, and the roles of the National Program Chemicals Division (NPCD) in meeting these requirements.
2. Past Performance Reference Matrix.

Provide a Past Performance Reference Matrix in accordance with Section L.10 Clause entitled "Past Performance Information (EPAAR 1552.215-75) (Oct 2000)." A Past Performance Questionnaire is provided as Attachment #4 to this RFP.

The Offeror's past performance evaluation will be based on the information presented in its proposal, on information obtained from the Offeror's supplied references and on other information obtained by the Government from other sources. Offerors will be evaluated on previous customer satisfaction in the

following areas, which are all of equal importance:

- i. Quality of services/supplies,
- ii. Timeliness of performance,
- iii. Effectiveness of management (including subcontractors),
- iv. Initiative in meeting requirements,
- v. Response to Technical Direction,
- vi. Responsiveness to performance problems,
- vii. Cost Control,
- viii. Customer satisfaction, and
- ix. Overall performance.

Offerors with no past performance history, whose past performance history is not relevant, or for whom past performance data is not available will not be evaluated favorably or unfavorably on past performance. Every attempt will be made to ascertain meaningful past performance information on which the Offeror's prior performance can be evaluated. Note: If an offeror does not submit the past performance information required, and EPA becomes aware that the Offeror, in fact, has past performance history, the offeror may be deemed ineligible for award.

The offeror shall send Client Authorization Letters (see Section J, Attachment #5 of the solicitation) to each reference listed in their proposal (at least 3 and at most 10). With each Client Authorization Letter, the offeror shall send the Past Performance Questionnaire. The Past Performance Questionnaire shall be used by the offeror to elicit information from previous clients (federal, state, local, or commercial clients) to evaluate the qualitative factors identified above and in Section M. These qualitative factors will be used in evaluating the quality of past performance. The offeror shall list all past performance references (at least 3 and at most 10) in their proposal, however, the Government reserves the right to use past performance information obtained from sources other than those identified by the offeror.

The offeror shall complete the top portion of page one of the Past Performance Questionnaire and shall send one copy of the questionnaire directly to the client company's (or agency's) Program Manager (or other corporate representative). This should be done within five (5) days after release of the solicitation. The offeror shall request the client's Program Manager (or other corporate representative) to complete the questionnaire and forward it to the following address no later than ten (10) days after the proposal due date for this solicitation:

Robert M. Minjack, Contracting Officer
Program Contract Service Center
U.S. Environmental Protection Agency (OAM-3803R)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

The Government reserves the right to seek clarification for the responses submitted by the client. It also reserves the right to seek additional information from the client if the Government feels it will help it in its past performance review.

Questionnaires that have not been submitted by the above date will not be considered in the evaluation of past performance, but late questionnaires will not render the entire proposal late as defined in FAR Part 15. The offeror should provide a list of clients who are expected to submit a completed questionnaire.

3. Proposed Key Personnel and Staffing/Resumes.

- (i) Proposed Key Personnel are those persons, employed by the Offeror, who will occupy any of the following positions or perform any of the following duties during the term of the prospective contract.

Project Manager

Deputy Project Manager

Demonstrate level of experience of proposed project manager and deputy project manager, including education and experience in successfully managing projects requiring diverse professional expertise required by the SOW; successfully managing budget; deadline requirements; changes in program priorities and schedules; and solving communication and coordination problems for contracts.

Indicate the availability of key personnel to be involved with the contract. Give the percent of time each individual will be available for this contract work. Identify current projects in which they are involved and the dates of termination of these projects. List the number of years each has been with the company. Present any additional factors which will demonstrate that the key personnel are likely to be available during the life of this contract. Also indicate how key personnel will be replaced by equally experienced or qualified persons, if required.

Resumes for key personnel (limited to 3 pages per resume) shall include education completed, and briefly/concisely identify verifiable experiences with emphasis on skills and experiences directly related and relevant to this solicitation that will allow them to effectively serve in leadership roles as the Offeror performs work under this solicitation.

(ii) Staffing. Provide/ briefly (not to exceed 6 pages) discuss:

- (A) Briefly (not to exceed 1 page) state your intentions for providing staff other than key personnel.
- (B) Include as part of the staffing proposal a matrix outlining staff availability and overall time commitment for all other projects.
- (C) Demonstrate by means of a staffing plan, the offeror's current capabilities to provide a staff who, as a team, can provide the areas of expertise and time availabilities required by the SOW. Where there are gaps in expertise, the staffing plan should indicate how those gaps would be filled. For each person identified in the staffing plan, a current curriculum vitae that thoroughly documents the individual's education, experience, and expertise, and identifies what tasks the person will staff, and the percent of the person's "full time equivalent" time that will be committed to the contract.

4. Facilities and Equipment

Demonstrate how resources and facilities are adequate to support the proposed project. Offerors should make sure that adequate computers with internet access and color printers, scanners, word processing, and photocopying equipment are available. There must be sufficient secure storage for documents.

5. Corporate Qualifications and Experience

Demonstrate relevant corporate qualifications and experience in performing management of regulatory programs, maintenance and development of database systems. Offerors should demonstrate experience relevant to the requirements of the Statement of Work (SOW) by discussing pertinent projects, including their relations to the SOW, indicating their size, scope, and complexity, contract numbers, sponsoring agencies/organizations, client project officers and telephone numbers. Please include this information in your "Past Performance" section.

D. PROPOSED COSTS / BUSINESS INFORMATION

1. Cost/Price Information: Adequate price competition is expected to exist, and this action is therefore exempt from the requirement for submission of cost or pricing data. In submitting your proposal, you must include an index, appropriately referenced, of all the pricing data and information accompanying or identified in the proposal.

Any information submitted must support the price proposed. Include sufficient detail or cross-reference to clearly establish the relationship of the information provided to the price proposed. Support any information provided by explanation or supporting rationale as needed to permit the Government to evaluate the documentation. Such information is not considered cost or pricing data, and will not require certification in accordance with FAR 15.403-1.

Offerors shall submit a budget summary for the entire 60 month contract period of performance, and a separate summary for each year. Budget summaries shall clearly identify the following information as applicable:

(a) Submit your price breakdowns using Standard Form (SF) 1448 and a spreadsheet (preferably in Lotus 1-2-3 format, however Excel formatting is also acceptable). Submit your price information as follows:

- (i) A completed and signed summary SF-1448, summarizing the base period and all option years, with backup supporting details on a spreadsheet.
- (ii) For the base period and for each year, provide a year summary on a SF-1448, with backup supporting details on a spreadsheet.

2. Cost Reasonableness: Submit with your proposal any information, or rationale, necessary to determine the reasonableness of your price/cost, including, the nature and amount of any contingencies included in the proposed price.

3. Offeror shall, at a minimum, briefly address the following areas:

- (i) Labor Rates: Indicating the types or categories of labor being proposed together with labor hours for each category, indicating rate of compensation. State the number of any additional direct labor (new hires) will be required during the performance period of this acquisition.
- (ii) Productive Hours: Provide your definition of productive hours and how vacation, sick and other types of leave are accounted for and charged.

- (iii) Indirect Rates: Discuss your proposed rates and your ceiling rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g., labor overhead based on direct labor dollars) and how they are applied/calculated. Offerors must provide dollar values as well as percentages. What will the impact be to your indirect rates if awarded the contract?
- (iv) Escalation: Include escalation in your labor rates and identify yearly increases.
- (v) Subcontracting/Consultants: If subcontractors and/or individual consultants will be used in carrying out the requirements of this project, the following information concerning the subcontractor shall be furnished:
 - (1) Name and address of the subcontractor or consultant.
 - (2) Identify the individuals' name, positions and the portion of work to be conducted by the subcontractor or consultant

Note: The offeror is advised of the language in the Section I Clause 52.219-14 "Limitations on Subcontracting" paragraph (b)(1) which states that under a contract for services "at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern." The proposals should realistically demonstrate how the offeror will be able to comply with this clause. Please also note that consultants are considered subcontractors and not employees of the prime. Therefore, consultants are considered as part of the work being subcontracted.

- (3) Cost/price proposal (use SF 1448 with supporting information as necessary).
- (4) A letter or other statement from each proposed consultant and/or subcontractor indicating that they have been approached on the matter of participation in this project and are willing and able to do so in the terms indicated.
- (5) A cost or price analysis of each subcontractor/consultant proposal as required under FAR 15.404-3.

**Include the percentage of subcontracting in terms of direct productive hours and in dollars.*

- (vi) Contingencies: In addition, submit any information reasonably required to explain your cost/price proposal including the nature and amount of any contingencies included in the proposed cost/price.
 - (vii) Other Direct Costs: In your proposals, offerors are to include any other ODCs by category, task and year, based on their proposal.
 - (viii) Profit: Indicate profit by line item as well as total contract.
4. Other Divisions: If other divisions, subsidiaries, a parent or affiliated companies, will perform work or furnish materials under this proposed contract, please provide the name and location of such affiliate and your intercompany pricing policy.
5. Right of Examination: In accordance with FAR 52.215-2, "Audit and Records - Negotiation," the U.S. EPA reserves the right to perform adequate evaluations as necessary to determine reasonableness.
6. Facilities Capital and Cost of Money: If you intend to claim facilities capital and cost of money as a cost element of your proposal, you must complete and include form CASB-CMF in your cost proposal. Form CASB-CMF is not required of offerors who submit the form to support forward pricing rate agreements or who otherwise make annual submissions of the form to U.S. EPA or a cognizant administrative or auditing office.
7. IT Services/Equipment: If contractor-owned (including leased/rented) IT services are anticipated in carrying out the requirements of the project, the information shall be documented by the contractor on a separate sheet of paper and returned with the SF-1448. If there will be no contractor owned equipment/software utilized, so indicate in the proposal.

PART II

INSTRUCTIONS FOR ORAL PRESENTATIONS

A. Introduction

For the purposes of this part of the source selection process, an oral presentation is a real-time audio and visual presentation of proposal information in response to the solicitation. The regulatory guidance covering the use of oral presentations can be found at FAR 15.102—"Oral

Presentations”. The oral presentations will be evaluated as stated in Section M.3 “Evaluation Factors for Award.”

B. Purpose

The oral presentation is a test to enable the evaluation board to assess each Offeror’s relative level of familiarity with and understanding for the work that it would perform under the prospective contract. The Offeror’s representatives must show by their presentation and by their answers to the Government’s questions that they understand the Government’s requirements; that they are familiar with the kinds of problems that may develop during performance; and that they are capable of developing practicable and effective solutions to those problems.

C. Oral Proposal Instructions

(1) Oral Presentation Transparencies: All Offerors will be required to provide 7 copies of the transparencies at the beginning of their oral presentation. Guidelines for transparency preparation are provided in following sections.

(2) Schedule: Oral presentations will occur during a work week approximately two to three weeks after the due date for submitting written proposals (as specified in Box 9 of the Solicitation–Standard Form 33), unless otherwise directed by the Government. The Contracting Officer will schedule all oral presentations as close together as possible, on a random basis, and will notify each offeror of the scheduled date, time, and location of its presentation. The offeror must make its oral presentation in accordance with these instructions and any additional instructions that the Contracting Officer may provide. Oral presentations are not subject to the rules for late submission of proposals stated in FAR 52.215-1(c)(3). An offeror’s oral presentation may be rescheduled at the sole discretion of the Contracting Officer.

The total time scheduled for oral presentations is one and one half hours. Presentations for Understanding and Approach are not to exceed sixty (60) minutes. After the presentation for understanding and approach, there will be thirty (30) minutes allowed for any clarification, the Government may have regarding the offeror’s presentation. The Government does not intend to conduct discussions during the oral presentations. Any questions asked during the thirty (30) minute period are clarifications and shall not be considered discussions as defined in FAR 15.306. The Government will videotape the oral presentations. A copy of the videotaped oral presentation will not be provided to the offeror.

(3) Participation and Attendance: At a minimum, the Offeror’s presenter(s) must include the Offerors’ proposed key personnel (i.e. Project Manager, Deputy Project Manager). The offeror may not use a professional speaker or consultant to make its presentation.

The offeror may send no more than 5 representatives to the oral presentation.

(4). Questions: During the presentation the Government's representatives will not interrupt the offeror to ask questions (except to request the repetition of inaudible words or statements or the explanation of terms that are unknown to them) or otherwise engage the offeror in any dialogue.

The Government will not solicit or entertain revisions to the offeror's oral presentation or to its answers to questions, either as a part of any revision to an offer, including a final offer, or independently.

(5). Topics. During the oral presentation, the Offeror shall provide an overview of its capability to perform the contract and its task areas, based on the evaluation factor #2 stated in Section M of the RFP.

(6). Presentation Media. Offerors may use overhead slides (transparencies) or Microsoft Powerpoint (or similar software) to make their oral presentation. If offerors choose to use overhead slides, no more than 20, 8 ½ inch by 11 inch, slides may be used. Any slides over the limit of 20 will not be considered. The Government will provide an overhead projector for the Offeror's use, however, the offeror is responsible for assigning one of the presenting team members to flip the view graphs. Offerors choosing to use Microsoft Powerpoint to make their oral presentation must provide their own laptops. No more than 20 slides may be used in its presentation. The offeror is discouraged from developing an overly elaborate presentation or presentation materials. With the exception of providing copies of the slides for the technical panel, the offeror may not present or distribute any additional documentation (such as manuals, handbooks, guides, etc.) which may or may not have been referenced during the presentation.

The overhead and powerpoint slides should conform to the following specifications:

- (i) Text slides:
 - Color: Optional
 - Font: Times New Roman/Arial
 - Margins: 1 inch
 - Heading font size: 44 points
 - Subheading font size: 32 point
 - Number of lines : No more than eight lines (total including headers, footers & text bullets) per slide
 - Line font size: No smaller than 28 points
 - Supplemental notes: none permitted

- (ii) Graphic slides:
- Color: Optional
 - Heading font size: 44 points
 - Margins: 1 inch
 - Caption font size: no smaller than 18 points

Slides that do not comply with the above specifications will not be considered.

The offeror shall submit 7 sets (an original plus 6 copies) of its overhead or powerpoint slides with its written proposal. These sets shall be provided in paper, 8 ½ inches by 11 inches, and in landscape orientation. The offeror must number the pages and bind each set in a three-ring loose leaf binder. In order to ensure the integrity of the source selection process, the offeror shall use the slides submitted to the Government with its proposal when making its oral presentation, without any alteration. The evaluation board may review the copies of the slides prior to the presentation. The offeror may submit no other documentation for its oral presentation. When evaluating the offeror's oral presentation the Government will consider only those overhead slides (from the slides submitted with the written proposal) that were actually projected and addressed by the offeror during its presentation. The Contracting Officer will not permit the offeror to use slides during the question and answer session that were not projected and discussed during the presentation.